

Leeds Public School District #6

Return to Learning Plan

Re-entry plan for the 2020-2021 School Year

*Leeds School Board Approved
October 21, 2020*

Note: This document will constantly be updated per NDDoH, DPI, CDC, and ND Governor Executive Orders.

Leeds School Families,

It has been a challenge for our entire community since March, but we hope you have found ways to cope and embrace this new normal. Thank you to the students, staff, parents, and community members who have helped us succeed in these difficult times. The 2019-2020 school year was challenging but we are proud of students and thankful the district was able to celebrate our seniors' accomplishments with a graduation exercise.

The challenge now is planning for what school will look like during the 2020-2021 school year. This is a daunting task as we all realize how the impact and response to COVID-19 has changed rapidly over the past four months. This plan will try to address these challenges, while providing a flexible framework to guide our response over the next school year.

For academic, social-emotional, and economic reasons, we are compelled to strive to return to an in-person model. Yet, we cannot disregard that the health and safety concerns associated with the virus remain. The district must consider all practical steps to keep our schools from contributing to virus spread in our community.

This plan presents hours of critical thinking, research, modeling, and work by our educators, staff, parents, students, county health representatives, and school board. This group reviewed input gathered from our employees and parents.

We realize that reviewing this plan may not address every question you have. We recognize some concepts and actions may be opposing, and there are strong opinions about what the school should do or should not. But we must remain open to what is possible and consider all options so we can move forward.

Thank you for your time reviewing this plan. We encourage everyone to ask questions and communicate their concerns as we move forward. If we continue to work together to address issues, our school can provide quality education to our children in a safe manner.

Respectfully,

Robert Thom
Superintendent

Robyn Eberle
Principal

Leeds School Board
Jeff Jacobson, President
Kim Nelsen, Vice President
Brandi Anderson
April Duchscher
Eric Haagenon
Maria Dunlap, Business Mgr.

Leeds Public School Mission & Vision Statement:

Transform students by instilling 21st century skills and inspiring lifelong learning in every student.

Leeds Public School Beliefs:

We believe that:

All students can learn.

Diversity is strength.

Learning is a never-ending process.

Public education is the cornerstone of our democratic society.

Every student is important.

Public education is a total community effort.

All staff and students deserve a safe, positive, learning environment.

Leeds Public School COVID Focus:

Provide a rigorous, comprehensive education for all students no matter the mode of instruction while promoting equity and accessibility to learning for all students. Including an online option for parents uncomfortable sending children back to school in person.

Respect health guidance from the Centers for Disease Control and local/state health officials and adopt reasonable practices we can control to reduce risks and minimize spread.

Be flexible, empathetic and ready to respond quickly to support families, staff, and students as conditions change including providing necessary tools for learning at home.

Clearly communicate shared expectations for students, staff and parents.

Ensure every student has the tools needed for learning at home.

In March 2020, Leeds Public School closed its school buildings due to the outbreak of COVID-19 and related public health orders. For the remainder of the spring semester, students engaged in remote learning throughout the district. While our preferred model of instructional delivery is a traditional face-to-face educational environment, we anticipate continued public health restrictions throughout this upcoming school year.

Currently we are planning on opening our doors for the 2020-21 school year on August 18th. The following plans are based on the ND Smart Restart Color Coded System and includes what education will look like at all risk levels. The plans include online learning, hybrid learning, and full in session learning. Given below is the ND Smart Restart Odometer:



Red/Orange (Critical/High): Schools should remain closed for in person instruction. All instruction must continue via distance learning, whether using digital or non-digital platforms.

Yellow (Moderate): Schools may provide in-person instruction after developing a Health and Safety Plan approved by the District’s School Board, with consultation with public health and the plan published on school’s website. The elements in this phase are for a transition to distance learning because of the possibility of increased community spread. There is a higher need for social distancing, face coverings, and personal hygiene.

Blue/Green (Low/New Normal): Schools may provide in-person instruction after developing a Health and Safety Plan approved by the District’s School Board, with consultation with public health and the plan published on school’s website.

The purpose of this reopening plan is to maximize in-person learning opportunities. Leeds Public School has created a plan that allows us to respond quickly to changing local, regional, state and national conditions. As conditions change, we may be forced to change how we provide instruction during the school year. Leeds Public School’s Return to Learning Plan outlines what students, staff and parents can expect under different conditions within in our local area.

- **Phase 1:** Leeds Public School will reopen with all students attending school full-time and schools implementing reasonable procedures in accordance with health guidance. PreK will attend school Monday through Friday from 8:20 AM to 11:30 AM. This phase can be used if our state is in a yellow, green, or blue ND K12 Smart Restart Risk Level based on local decision.

- **Phase 2:** Leeds Public School will move to a hybrid schedule. Students would attend school face-to-face Monday through Thursday during the normal school hours of 8:20 AM to 3:20 PM. Friday students would attend school face-to-face for a shortened day; 8:20 AM to 1:40 PM. Staff would use the extra time on Fridays for student interventions, staff meetings, lesson planning and prepping, trainings, professional development and deep cleaning their classrooms. PreK will attend school Monday through Thursday from 8:20 AM to 11:30 AM. This phase can be used if our state is in orange, yellow, green, or blue ND K12 Smart Restart Risk Level based on local decision.
- **Phase 3:** Leeds Public School will close the school except for essential personnel and remote learning would begin. Special populations (IEP, EL, At-Risk, etc.) may be offered support services on-site with enhanced precautions. This phase can be used if our state is in a red, orange, yellow, green, or blue ND K12 Smart Restart Risk Level based on local decisions.

Leeds Public School's Return to Learning Plan includes recommendations from health officials and reasonable procedures to reduce risks and minimize the spread of COVID-19. To accomplish our goal of reopening the school, it is imperative all students, staff and parents do their part by following health department guidance whether they are at school or out in the community. Everyone will also need to monitor their health and stay home if they are feeling sick or showing symptoms of COVID-19.

Leeds Public School's Return to Learning Plan was created with input from stakeholders including parents, staff, and local Public Health. It includes feedback from survey responses and meetings. The plan is a living document and will be updated in accordance with new guidance from the Governor's office, the State Department of Public Instructions, the ND High School Activities Association and local Public Health.

Leeds Public School Instructional Models



Traditional Face-to-Face Learning: Traditional daily instruction where students are in the building with educators following protocols and procedures to address safety of all. Students in the face-to-face model may experience movement to and from other modes of instruction depending on specific COVID-19 situations in classrooms, buildings, and community.

Hybrid Model: Students report to school on a modified schedule. Multiple hybrid models of instructional delivery may be appropriate to meet the educational needs through a variety of delivery models.

Distance Learning Model: All instruction is provided off-campus through the use of distance learning resources or suited to the unique needs of the student using Microsoft Teams and other applicable online sources.

- **Synchronous:** Learning is online or distance education that happens in real time where students and teachers are online at the same time.
- **Asynchronous:** Learning occurs through online activities without real-time interaction.

Distance Learning (Parent Opt-In) Model: This is an on-line model where students are based at their home for synchronous learning. Synchronous learning means the students will be required to be on-line during normal school hours for their regular scheduled classes. Distance learning this year will NOT replicate the distance learning from last spring. Students must remain in the model for a quarter or the end of a grading period. Students can transfer in and out of distance learning at the end of a grading period or quarter. Students may not choose to transition between distance learning and face-to-face on a regular basis. Extenuating circumstances may require a change, but must be given administration approval. This model will have specific protocols and procedures for staff and students. The Distance Learning Opt-In Model will be reevaluated each quarter to make necessary changes or improvements. Certain electives may not be available through this model. Parents interested in this model should contact the principal and discuss this option.



The instructional models used by the school will be guided, in part, by the risk level of COVID-19 as defined within the phases above. It will also be defined by the number of active cases within a building/classroom. The above models may be used over the school year to accommodate for the safety of our students.

COVID-19 Response Team & Coordinators

COVID Building Coordinator: Robyn Eberle, K-12 Principal, will assume the role of building coordinator who will be responsible for the health and safety preparedness and response planning. The coordinator will make herself available to the North Dakota Department of Health 24 hours a day, 7 days a week to respond to phone calls from public health. This position will assist public health in identifying and notifying close contacts in the school setting. The coordinator will report cases of COVID-19, found in the school setting to health officials, and the State Superintendent's office. If the coordinator is unable to be reached the secondary contact will be Robert Thom, superintendent.

COVID Response Team: One of these individuals will respond to any symptomatic student who becomes ill while at school. These individuals will provide care during isolation until appropriate family members can be contacted to pick up the student. These individuals are all EMTs for the Leeds Ambulance Service and have been fit-tested for a N95 mask. The response team will consist of Jana Darling, Robyn Eberle, and Brad Kitzmann.

COVID Planning Team: The Leeds Public School's Smart Restart Plan was crafted and reviewed by a team consisting of the following stakeholders: administrators, teachers, paraprofessionals, parents, secretary, school board member, business manager, custodians, kitchen staff, counselors, students, public health nurse, and community partners.

Health and Safety Guidance

Leeds Public School strives to provide a healthy, safe environment for all who occupy our school. The following guidelines are intended to provide a framework for the district's response to COVID-19.

Best Intentions

Despite taking every reasonable precaution, there is no guarantee that our school will be without risk as it relates to COVID-19. In certain situations, social distancing is not possible in a school setting. Our actions, as outlined in this plan, will not prevent any student or staff member from being in contact with the virus.

Protect Yourself and Others

Wash your hands often



- Wash with soap and water for at least 20, seconds especially after blowing your nose, coughing, or sneezing.
- Wash hands before eating, after using the restroom, after recess/gym/music or areas where students will have shared materials.
- If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Students and staff are encouraged to wash their hands often throughout the day.

Avoid close contact



- Keep social distance from others especially important for people who are at a higher risk of getting sick.
- Alternate or modified schedules, adjustments to use of common areas, use of outdoor spaces and other actions that increase physical separation may be considered.
- Sharing of instructional materials should be limited as much as possible and disinfected between users.
- Physical separation on bussing, one student per seat, will be recommended but cannot be guaranteed.
- Visitors, parents, and guardians will have limited access into the building unless an emergency or with permission.
- Parents/guardians may occupy their child to the school but are encouraged to not enter the school building without permission.

Cover coughs and sneezes



- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw tissues away and wash hands or use hand sanitizer to prevent spread.



Clean and disinfect

- School staff will clean and disinfect frequently touched surfaces daily.
- Shared materials (not recommended) should be cleaned.
- Classrooms will be cleaned on a regular basis.

Cover your mouth and nose with a cloth face cover when around others.

- The wearing of masks will be required.
- Educators and parents need to teach students how to properly wear a face covering so they are prepared to use them on school buses, hallways, or other situations in close proximity with others.



Monitor your health daily

- Be alert for symptoms. Watch for a fever, cough, or shortness of breath.
- Parents are asked to screen their children each day before sending them to school.
- Staff and students who are sick should stay home.
- Temperatures of students and staff will be taken at the school in the morning and half way through the day. Students will be isolated and their guardians contacted if they are running a temperature.



STAFF/STUDENT HEALTH SCREENING

BEFORE SCHOOL!

Parents are asked to review this daily health checklist by answering these questions before sending their child to school.

(Parents do not need to send the questionnaire to school)

Has your child had close contact with a confirmed case of COVID-19 in the past 14 days?

Yes ___ No ___

Does your child have a new or worsening shortness of breath?

Yes ___ No ___

Does your child have new or worsening cough?

Yes ___ No ___

Does your child have a fever of 100.4 or greater?

Yes ___ No ___

Does your child have chills?

Yes ___ No ___

Does your child have a sore throat?

Yes ___ No ___

Does your child have a new loss of taste or smell?

Yes ___ No ___

If **YES** to any of the questions, **STOP!**

Do not send your child to school. Contact your healthcare provider. Contact your child's school to inform them of your child's absence.



If you are able to answer NO to all questions, go to school.

Health & Safety Protocols

Identifying Students & Staff at Higher Risk

- Back to school and enrollment processes will include questions asking families to identify if their child is at-risk, based on a health professionals' diagnosis. This information will be provided to the principal (COVID-19 Coordinator) who will contact the family and discuss instructional model options.
- The business manager will inquire all employees if they are at-risk, based on a health professionals' diagnosis. The business manager will work in partnership with the building principal/director and the employee to coordinate adjustments to the work schedule or workplace.
- When the NDDoH or our local public health inform the district of a student or staff member that is COVID-19 positive that information will be passed on to HR and the principal/director as allowable within district policy and law.

Isolation & Quarantine

- Leeds Public School will follow isolation and quarantine guidelines and directives as set by NDDoH and our local health unit (see appendix on page 23).
- Leeds Public School will follow school closing directives as set by NDDoH and our local health unit.

If a student or staff member becomes sick at school (or school event).

- Student
 - Direct/escort the child to the office.
 - The child shall be provided a facial covering if the child does not have one and isolated in the building isolation room.
 - Parent/guardian will be contacted to pick up their child.
- Staff
 - Inform your supervisor immediately and wear a face mask/shield until they can be replaced if supervising students at that time.
 - Leave the building grounds and consult with a health care provider.

Grade Level and Building Closures Based on Situations:

- COVID-19 cases in North Dakota but not your community.
 - NDDoH does not recommend school closures.
 - Leeds School will continue to monitor sick children, ensure handwashing, school cleaning, and consult with our local public health.
- COVID-19 cases in our community but not in our school.
 - The NDDoH does not recommend school closures if the ongoing spread is not identified in our school.
 - Leeds School will continue to monitor sick children, ensure handwashing, school cleaning, and consult with our local public health.
- There is one case of COVID-19 in our school.

- The NDDoH will notify the COVID-19 Coordinator if there is a case in our school.
- The confirmed case must be excluded (isolated) from school for ten days after onset of symptoms or a positive test **and** fever free for 24 hours without the use of fever reducing medications **and** have improvement of symptoms, whichever is longer.
- The NDDoH will provide guidance to the school.
- Close contacts to a confirmed case will be quarantined (must stay home) for 14 days from their last exposure to a case. A close contact is someone who is within six feet of a confirmed case for 15 minutes or greater. Close contacts will be identified by the NDDoH during the investigation. This may mean that a certain classroom or classrooms may have to be closed for 14 calendar days.
- There are two or more cases of COVID-19 in our school within 14 calendar days.
 - Specific classrooms or grades may have to close and move to online instruction.
 - Public health will provide guidance as to when a school should close.
 - Schools may also make this determination based on the availability of staffing or level of absenteeism
- There is/are a close contact(s) in our school.
 - Children or staff who are identified as close contacts to a confirmed case of COVID-19 must be excluded from the school until 14 calendar days after their last known exposure to the case.
 - Close contacts will be identified by the NDDoH and informed to stay home.
 - Even if the close contact tests negative during the 14 days, they must still stay home the entire 14 days.
 - If a parent or other household member tests positive, the child must stay out of school for the case's isolation period plus the child's quarantine period. Public health will advise the parent as to how long the child will need to be removed from school.
 - If a parent is a contact to someone confirmed to be positive, then the child may still attend school if the child did not have direct contact with the case.
- Ill employees or children in our school.
 - We will exclude ill employees or children who meet the following criteria:
 - Fever of 100.4 **OR** two or more symptoms of fatigue, headache, muscle/body aches, chills, cough, shortness of breath, sore throat, congestion/runny nose, nausea, vomiting, diarrhea, abdominal pain **OR** loss of taste and/or smell.
 - Employees and children need to be excluded until one of these happen:
 - either tested negative for COVID-19 after 3 days of onset of symptoms
 - diagnosed by a health care provider with another illness that does not require exclusion
 - for 10 days from onset **AND** fever free for 24 hours without the use of fever-reducing medications **AND** symptoms are improving, whichever is longer.
 - Whenever a student has to stay home, be excluded, or quarantined they will have to complete school online following distance learning protocols.

Facility Accommodations & Protocols

Entrance:

- School hours are 8:20 AM to 3:20 PM. No students will be allowed in the school until 8:00 a.m. or as close to start time as possible. Students should exit the building immediately after school unless prior arrangements have been made with a teacher or administration.
- A hand sanitizing station will be at the doors with instructions to sanitize hands upon admittance.
- Masks will be required when entering the building upon arrival.
- All students and employees are asked to temperature check and complete health screenings prior to coming to school.
- Temperature checks will be taken of all staff and students at the start of the day.
- Students will be asked to walk directly to breakfast or their 1st-hour class to discourage congregating in the hallways.
- Parents may bring their children to the door, but not into the school.
- Disposable masks will be made available for visitors.

Signs:

- Instructional signs placed throughout the school as reminders of social distancing and hygiene practices.
- Floor markers in the hallway may be used as reminders for social distancing spacing and directional control.

Masks:

Per ND DoH, close contacts will continue to be defined as individuals who have been within six feet of an infected person for a total of 15 minutes during a 24-hour period. Close contacts will still need to be quarantined for 14 days from their last exposure **unless both the infected person and close contact were wearing a mask at all times during the exposure, this would exempt the contact from being quarantined.** Due to these guidelines, Leeds Public School is requiring ALL staff and students to wear masks at all times within the school.

- Since gaiters, shields, bandanas, and masks with exhalation valves do not qualify for quarantine exemption, we are requiring the use of approved masks only.
- The CDC recommends masks made of multiple layers of a tight weave fabric or surgical masks.
- Masks should cover both the nose and mouth and can be secured with ties or ear loops. They should fit snugly but comfortably, without gaps on the sides or below.
- Masks will be required at all times within the school. This includes classrooms, common areas, hallways, lunchroom, busses, during cooking or working with food, and especially when social distancing is not possible. Teachers will have scheduled breaks from masks when in classrooms when social distancing of more than 6 feet is possible. Masks can also be removed when social distancing is allowed while outdoors, during physical education classes, during lunch, and when individuals are alone in offices or classrooms.
- The school will have a limited supply of masks available for anyone that needs one.

- Families are asked to have a supply of cloths masks or facial coverings for their children. Masks should be taken home at the end of the day and exchanged for a clean one to limit contamination
- Masks must comply with district dress code requirements and must be free of any wording or advertisements that could cause a substantial disruption to the educational environment.
- Those with health conditions that makes wearing a mask unadvisable are exempt with medical documentation. A use of a face shield would be recommended.

Office:

- Office door will be shut. Use of safety window will be utilized to avoid traffic in office area.
- Students, staff, and visitors will be required to wait in line following social distancing guidelines and will be required to wear a facial covering.

Hallways:

- Since social distancing is not possible in our hallways, all staff, students, and visitors will wear facial coverings in hallways. This includes passing periods, when going to the office, lunch, restrooms, traveling to the library or any other instance when in the hallways.
- School schedules may be adjusted to reduce the number of students passing in the hallways.
- Students move in cohort groups where possible and reasonable to try and limit possible exposure.
- Hallway directional lane expectations will be utilized.
- Staff moving room-to-room when possible instead of students transitioning.

Lockers:

- Lockers will be spaced every other or further apart if permissible.
- Family group members will have lockers by each other to facilitate social distancing from other students.
- Limited use of lockers will be recommended. When appropriate, carrying of morning materials from class-to-class, then switch after lunch to carrying afternoon materials.

Locker Rooms:

- Limited access to locker rooms will be allowed.
- Locker rooms will be locked between PE classes to limit congregating of students.

Restrooms:

- JH and HS will use the high school restrooms.
- Elementary will use the elementary restrooms.
- Classes will implement plans to avoid multiple classes in bathrooms.
- Restroom occupancy will be limited.

Water Fountains:

- Water fountains will be disabled.
- Bottle fillers will be available.

Cleaning & Sanitizing

- Janitorial plan and checklists will be developed to ensure cleaning performed throughout the day.
- Janitorial staff will ensure that all classrooms are supplied with cleaning materials to sanitize desks and all high touch classroom surfaces.
- Teachers will be asked to clean high touch areas frequently throughout the day.
- Students may be asked to clean their desks/learning area when different groups move in and out of a classroom.
- Hand sanitizer will be available throughout the building and inside our classrooms. Students and staff will be encouraged to use hand sanitizer upon entering the building and classrooms.
- Limited use of shared materials and supplies. Disinfected between users if shared materials is needed.
- Schedules may be adjusted to ensure proper disinfection and sanitation takes place during and after hours.
- Bathrooms will be disinfected multiple times throughout the day, especially after recess and the end of the day.
- Building routinely cleaned and disinfected according to CDC guidelines. An increased frequency of cleaning and disinfecting will occur in high traffic areas.
- The isolation room or any other areas that were contaminated by sick individuals will be sanitized as needed.

Social Distancing

Elementary Cohort: To help lower exposure risk and for contact tracing (if needed), student contact will be restricted to student's individual classroom (cohort). The goal is for elementary students to limit exposure to other students and teachers in their specific classroom. There will be some exceptions due to students in programs such as special education.

- Students in grades PK – 6 will attend specials (music, art, PE, etc.) as a cohort group, no combining of classes for specials.
- Staggered recess times will be implemented to reduce the number of students on the playground. Multiple areas of the playground will be utilized to try and limit cohort blending.

JH and HS students will follow their normal pattern of classes while following social distancing guidelines.

Enhanced social distancing practices include but not limited to the following:

- Maximizing space between desks as much as possible.
- Students will have assigned seating.
- Social distancing where possible and reasonable.

- Staff and students working in close proximity and unable to social distance will wear masks.
- Large groups of students will not be allowed to congregate

Food Service

Students will be offered breakfast and lunch through regular meal service and **charged normal school** rates based on free and reduced, or full-prices. Breakfast will be available as grab and go. Elementary students will take it back to their classrooms, while JH and HS will take it back to their first period classroom. Breakfast will be served from 8:00 to 8:20. The school shall take the following actions to ensure our students receive nourishing meals safely.

- Hand washing/hand sanitizer will available and encouraged before and after meals.
- The cafeteria will be utilized by a smaller group of students remaining in their cohort groups and be socially distanced.
- Some classes may eat in alternative spaces such as their classrooms, outdoors, etc.
- Staggered and additional lunch shifts will be used to reduce the number of students in the cafeteria.
- Staff will enter all student lunch numbers in to limit touching of equipment.
- Cafeteria will be cleaned and disinfected between groups.
- Disposable containers and utensils will be used.
- All staff will wear masks and gloves while preparing food and serving students.
- All items will be served by kitchen staff.
- Food items commonly on salad bar will be served in containers.
- Condiments will be served in individual packets.
- Sneeze guards and dividers may be implemented in the lunchroom.
- Lunch will be available for purchase to distance learning students at normal school pricing.
 - If a student is distance learning and the school is face-to-face learning, meals must be picked up.
 - If the school is distance learning, meals can be picked up or delivered.

Transportation

Leeds Public School realizes that social distancing will not always be possible on busses. It is a parental choice to participate in the bussing offered by the district with the understanding that there may be inherent risk. Parents are encouraged to transport their children to and from school if possible.

- Masks are required of all drivers and students while using school transportation i.e. busses, mini van, suburban, etc.
- Family groups will be asked to sit together or near each other to facilitate social distancing when possible between households.
- Seats on busses will be assigned.
- Students will be encouraged to use hand sanitizer when entering the bus and upon leaving the bus.
- Windows on bus will be partially open when possible.

- Disinfecting of bus will occur after every route.

Bussing services are dependent upon drivers and COVID guidelines, which may affect the total number of drivers available to the district. This may necessitate changes or reductions to routes. If that would become necessary, the school will prioritize routes as needed.

Training

Reentry preparation measures will be taken. Staff will engage in training during teacher in-service and professional development days (August 13, 14, and 17) in order to prepare for students reentry. Topics included, but not limited to the following:

- Health and Safety Plan
- District-wide policies and procedures
- School protocol planning and practicing (health screening, schedules, arrival/dismissal, hygiene, etc.)
- Distance Learning platforms and tools

Safety and health protocol training for students will occur the first week of school and continue throughout the course of the year as needed. Topics include but not limited to:

- When to stay home
- Proper mask usage
- Hand washing
- Respiratory etiquette
- Hand sanitizer usage
- Social distancing

School is scheduled to start August 18, 2020. The first 4 days of school (August 18, 19, 20, and 21) will consist of a phase-in period so both students and staff can practice our new safety and health protocols with a limited number of students in the school each day.

These days, students can expect:

- Training on new guidelines and procedures
- Students issued electronic devices and trained on how to access online learning resources including Microsoft Teams, Zoom, and other distance learning platforms
- Practice of arrival, breakfast, lunch, and dismissal routines along with maneuvering in the school
- Practice on classroom rules, expectations, and procedures
- Review of handbook and class syllabus
- Other back to school activities
- Academic testing started - Leeds Public School will assess student knowledge within the first 4 weeks of school in order to meet state requirements as well as to set learning goals for our students.

Return to Learning Slow Start

Leeds Public School understands that there are many students/families who have serious concerns about a return to school. With that in mind, we will be altering the start to our school year to help alleviate some of those concerns. August 18th through August 21st we are calling this week our slow start week. Certain grades will come to school for a regular school day (see schedule below). The goal of this week is to ease fears about what school will be like for our students. These smaller groups will get a chance to practice the new transportation requirements, our social distancing guidelines, our new health and hygiene practices, our routines such as hallways, lunch, arrival, dismissal, etc. It will also give the students a chance to interact with their peers as well as their teachers in our “new” safe way. This week will also allow our drivers, cooks, and custodians a chance to make sure all requirements are being met and make any adjustments necessary. August 24th, all students will start school using the face-to-face classes with safety protocols unless the student has opted out.

First Four Days of School Slow Start Schedule (In Phase 1 and 2):

Tuesday, August 18: Kindergarten, 5th, 12th grades will attend school 8:20-3:20.

Wednesday, August 19: 2nd, 4th, 8th, 11th grades will attend school 8:20-3:20.

Thursday, August 20: 3rd, 7th, 10th grades will attend school 8:20-3:20

Friday, August 21: 1st, 9th, 6th grades will attend school 8:20-3:20

Monday, August 24: School year 2020-2021 kick-off, all students attending.

Preschool Plan

Leeds Public School offers a preschool program in our school half days, Monday through Friday. To accommodate for an easier transition for our preschoolers and our school, we have decided to delay the start of our PreK program until September 8th, 2020. This will allow teachers, staff, students, and the school to make any necessary adjustments to our Return to Learning Plan and learning schedules before introducing these first-time students into the school.

Phase 1

<p><i>Leeds Public School will reopen for face-to-face instruction but will incorporate health guidance and protocols to try and mitigate risks and limit the spread of COVID-19.</i></p>	
Level of Risk in response to state and local officials	<ul style="list-style-type: none"> • State in Blue, Green or Yellow Risk Level
Priorities	<ul style="list-style-type: none"> • Ensure students and staff who are symptomatic stay at home. • Implement reasonable accommodations to reduce school-wide and community spread.
Districtwide Practices:	<ul style="list-style-type: none"> • Social distancing where possible and reasonable (see Social Distancing section on page 15) • Routine cleaning with extra disinfection of high touch/use areas as listed in cleaning and sanitizing section (see Cleaning and Sanitizing section on page 14) • Continuous practicing of facility accommodations and health and safety protocols (see Facility Accommodations on page 13, Transportation on page 16, and Training section on page 17)
Instructional Plan	<ul style="list-style-type: none"> • As much as possible, instruction will resemble a typical school day. Students attend school on-site 5 days a week. Students have a normal schedule. • Parents offered distance learning (see Parent Opt-in Model section on page 6). • Support and training for parents who need help accessing technology, tools and online curriculum.
Food Service	<ul style="list-style-type: none"> • In school grab and go breakfast available • Normal lunch services available • Pick-up lunch service available for distance learning students as specified in Food Service section on page 16. • Continuous practicing of food service protocols (see Food Service section on page 16)
Communication	<ul style="list-style-type: none"> • Fall Reentry Plan will be posted on the school website and a link sent on the schools Facebook page when finalized. • Families and students will receive additional communication directly from the school, administrators, teachers, and staff via notes, letters, emails, text messages, Instant Alerts, school website, school Facebook page. • Share information about how to stop the spread of COVID-19.

<p>Sports and Activities</p>	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities. • Visit the Return to Competition and Sports Specific Rule Modifications as posted on NDHSAA website. • Some school events, assemblies and gatherings may be changed or cancelled due to limit of large gatherings restrictions of the state.
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Phase 2

<p><i>Based on guidance from the Governor’s office, the State Department of Public Instructions, the ND High School Activities Association and local Public Health, Leeds Public School may decide to shift to a hybrid schedule where students would attend Monday through Thursday and learn at home on Friday.</i></p>	
<p>Level of Risk in response to state and local officials</p>	<ul style="list-style-type: none"> • State in Blue, Green, Yellow, or Orange Risk Level
<p>Priorities</p>	<ul style="list-style-type: none"> • Ensure students and staff who are symptomatic stay at home. • Maximize social distancing when possible • Support hybrid leaning model.
<p>Districtwide Practices:</p>	<ul style="list-style-type: none"> • Social distancing where possible and reasonable (see Social Distancing section on page 15) • Increased cleaning practices with extra disinfection of high touch/use areas especially in multiple use areas in the building (see Cleaning and Sanitizing section on page 14). • Deep cleaning and disinfection of whole school on Fridays. • Continuous practicing of facility accommodations and health and safety protocols (see Facility Accommodations on page 13, Transportation on page 16, and Training section on page 17):
<p>Instructional Plan</p>	<ul style="list-style-type: none"> • Students will attend school on a hybrid schedule. • Students will be in school face-to-face Monday through Thursday from 8:20 to 3:20. • Friday students would attend school face-to-face for a shortened day; 8:20 AM to 1:40 PM. • PreK will attend school Monday through Thursday from 8:20 AM to 11:30 AM. Special populations (IEP, EL, At-Risk, etc.) may be offered support services on-site on Friday with enhanced precautions.

Food Service	<ul style="list-style-type: none"> • In school grab and go breakfast available Monday - Friday • Normal lunch services available Monday - Friday • Continuous practicing of food service protocols (see Food Service section on page 16)
Communication	<ul style="list-style-type: none"> • Fall Reentry Plan will be posted on the school website and a link sent on the schools Facebook page when finalized. • Families and students will receive additional communication directly from the school, administrators, teachers, and staff via notes, letters, emails, text messages, Instant Alerts, school website, school Facebook page. • Share information about how to stop the spread of COVID-19. • Share technology support resources with parent
Sports and Activities	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities. • Visit the Return to Competition and Sports Specific Rule Modifications as posted on NDHSAA website. • Some school events, assemblies and gatherings may be changed or cancelled due to limit of large gatherings restrictions of the state.

Phase 3

<p><i>In extreme conditions, Leeds Public School will close schools and shift to remote learning for all students. Priority is to reduce the risk of further community spread by closing schools.</i></p>	
Level of Risk in response to state and local officials	<ul style="list-style-type: none"> • State in any color
Instructional Plan	<ul style="list-style-type: none"> • Online instruction will be used school-wide in all courses at all grade levels. • Focused, rigorous instruction on key learning essentials in each grade and content area. • Some of the structure of a regular school day with synchronous and asynchronous online instruction with some flexibility for families. • Attendance will be required as stated in the Distance Learning Plan. • Traditional grades and accountability. • Clear expectations and communication with students and families. • Special populations (IEP, EL, At-Risk, etc.) may be offered support services on-site on Friday with enhanced precautions.

<p>Food Service</p>	<ul style="list-style-type: none"> • Pick-up or delivery lunch service will be available for distance learning students Monday - Friday as specified in Food Service section on page 16. • Continuous practicing of food service protocols (see Food Service section)
<p>School Building</p>	<ul style="list-style-type: none"> • Closed to the general public except by special appointment. • Staff will use their classrooms, offices, teaching spaces to develop lesson plans, record lessons, and use live feed lessons. • There will be no gathering in common areas.
<p>Sports and Activities</p>	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities. . • Athletics and other extracurricular activities would likely be suspended.

COVID-19: What's the Difference Between Physical Distancing, Quarantine and Isolation?

	PHYSICAL DISTANCING	QUARANTINE	ISOLATION
Who is it for?	People who haven't been exposed to the virus or are not aware of exposure to the virus.	People who don't currently have symptoms of the virus but were exposed to the virus.	People who are already sick from the virus.
What is it?	A precautionary measure used to help prevent the spread of the virus.	A prevention strategy used to monitor people who were exposed to the virus for a period of time to see if they become ill.	A prevention strategy used to separate people who are sick with the virus from healthy people.
Where does it take place?	Takes place outside the home in public places like grocery stores and work environments.	Takes place in a home setting.	Can take place in a home when medical attention is not required. Takes place in a hospital when medical care is required.
When do I use it?	At all times until further directed by the ND Department of Health.	If you have recently traveled internationally or have known exposure to the virus.	If you have tested positive or have symptoms and have not yet obtained a test.
How long is it for?	At all times until further directed by the ND Department of Health.	14 days after your last exposure. Once your quarantine period has ended, if you do not have symptoms, you may return to your normal routine.	A minimum of 10 days from the beginning of symptoms and 24 hours after your fever is gone without the use of fever-reducing medicine and other symptoms have significantly improved.
What does this mean for my daily life?	<ul style="list-style-type: none"> • Avoid large gatherings. • Stay 6-feet away from people. • If you are unable to stay 6-feet away from other people, wear a cloth face covering. • Call or video-chat with friends or loved ones, particularly those that are elderly or have underlying health conditions that places them at high-risk. • If possible, work from home. • Practice good hygiene and avoid shaking hands or touching your face. • If you become ill and need medical attention, call your health care provider. 	<ul style="list-style-type: none"> • Stay at home and avoid close contact with others. • Do not attend school, work or any other setting where you cannot maintain a 6-foot distance from other people. • Call or video-chat loved ones. • For food, medication and other necessities, obtain through friends or family, or use a contactless delivery service. • Practice standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often. • Monitor your symptoms. If you become ill and need medical attention, call your health care provider. 	<ul style="list-style-type: none"> • Do not leave your home unless it is in an emergency. If you are in a home with others, stay in a "sick" room by yourself and, if possible, do not share a bathroom. • If you have a pet and live with others, do not touch your pet. • For food, medication and other necessities, obtain through friends or family, or use a contactless delivery service. Try to stock up for the duration of the isolation. • Practice standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often. • If a caregiver cleans your room or bathroom, they should wear a mask and wait as long as possible after you've used the bathroom. • Contact your health care provider immediately if you experience severe symptoms.

